

Traveler

START

Complete travel

Complete Travel Voucher (Form SF 1012) and "Official Statement of Travel" (DFRC Form 37). Obtain approving official's signature and date stamp

Foreign Travel?

Yes

No

For continental U.S. (including Hawaii & Puerto Rico) travel, send to travel office with supporting documents and receipts

Sends voucher to JSC

Centralized Travel Office, JSC

Process voucher and send disbursement data to DFRC Travel Office

to next page

to next page

TRAVEL- POST TRAVEL

Dryden Flight Research Center
DCP-C-021
Revision: D

Objectives:

- to ensure travel reimbursement is processed in accordance with Financial Management Manual FMM 9700

Electronically Approved By:

Assistant Director for Management Systems

Accounting Technician

Review Settlement Voucher for compliance with FMM 9700.

Is Voucher in compliance with FMM 9700?

Yes

No

Have Certifying Officer review and sign voucher

Disburse funds through DARTS accounting system and notify Certifying Officer

Certifying Officer

Check for completeness and sign Settlement Voucher

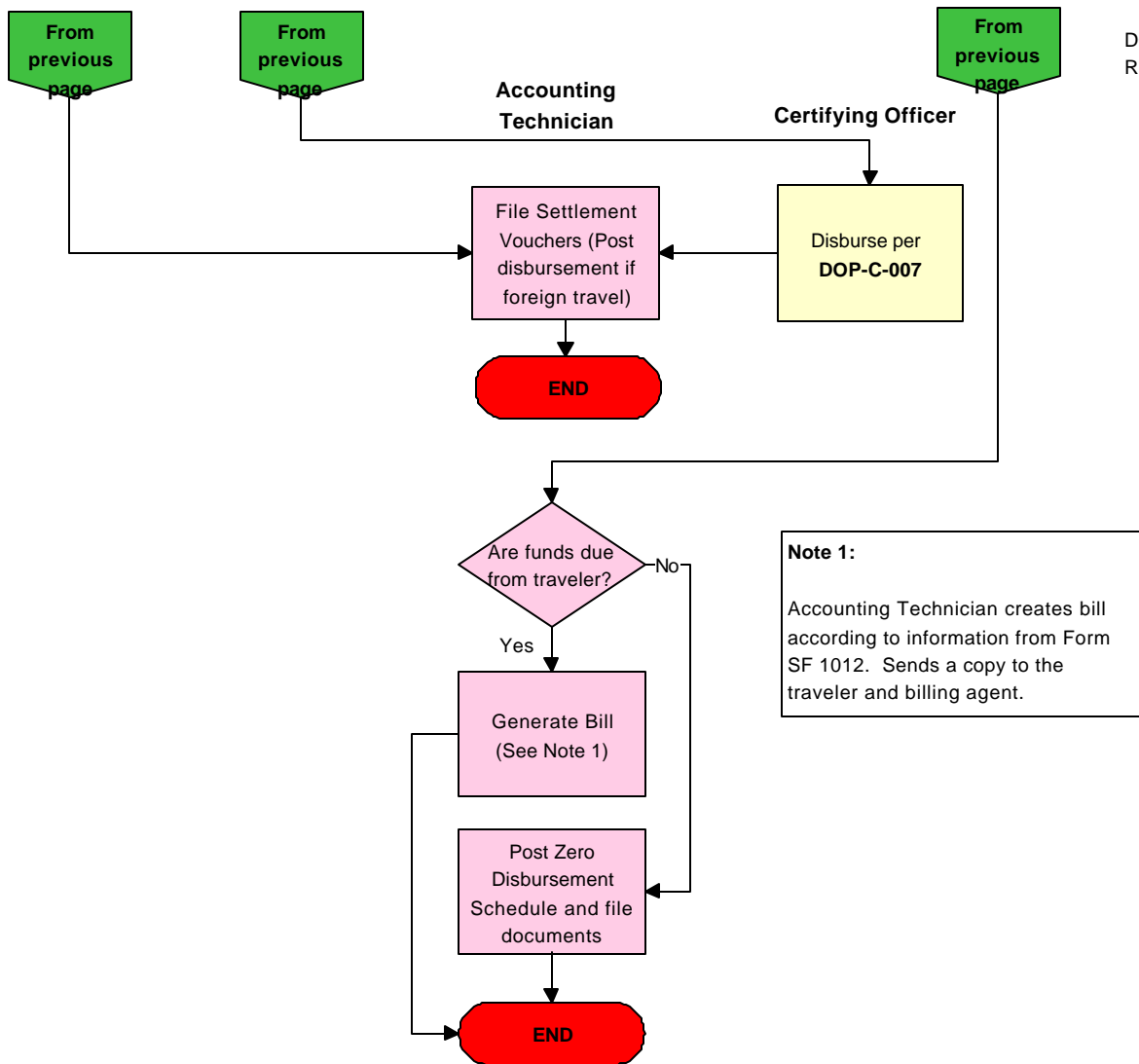
Funds due to traveler?

Yes

No

to next page

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY.



DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

DCP-C-021

Revision: D

<u>DATE APPROVED</u>	<u>ISSUE</u>	<u>PAGE</u>	<u>AMENDMENT DETAILS</u>
<u>2/3/99</u>	<u>Baseline</u>		
<u>3/11/99</u>	<u>Rev A</u>	<u>1</u>	<u>Included missing form in second box under Traveler.</u>
<u>3/31/99</u>	<u>Rev B</u>	<u>All</u>	<u>Page 1, added box #3 under Accounting Technician, and modified box #4 by removing "Certify and ". Page 2, removed "by" and "or electronic transfer", and now reads, "Arrange reimbursement by direct deposit".</u>
<u>See IDMS Document Master List</u>	<u>Rev C</u>	<u>All</u>	<u>Modified block 2 of "Traveler" on page 1, added "Certifying Officer" responsibilities to page 1 & 2, and added links.</u>
<u>1/14/02</u>	<u>Rev D</u>	<u>1</u>	<u>Added requirement to place date stamp on voucher.</u>